



REGULATION TITLE:

Academic Load, Credit Hour, and Course Numbering

APPLIES TO:

Students and Faculty

ADMINISTRATIVE AUTHORITY:

Division of Academic & Student Affairs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation defines student academic loads, enrollment statuses, the semester credit hour, KSU's course numbering system. These standards ensure consistent application of academic rules across KSU and provide clear guidance for students and advisors in academic planning.

DEFINITIONS:

Full-Time Undergraduate Student

An undergraduate student enrolled in twelve (12) or more semester credit hours.

Half-Time Undergraduate Student

An undergraduate student enrolled in six (6) to eight (8) semester credit hours.

Less than Half-Time Undergraduate Student

An undergraduate student enrolled in one (1) to five (5) semester credit hours.

Semester Credit Hour

The unit of academic credit awarded for the successful completion of a course.

- For traditional courses, one semester credit hour represents one clock hour of instruction and two hours of student work per week for a minimum of fifteen (15) weeks.
- For laboratory work, one semester credit hour represents two clock hours of laboratory work per week for a minimum of fifteen (15) weeks.
- For online courses, one semester credit hour represents a minimum of three hours of instruction and/or student work per week for a minimum of fifteen (15) weeks.
- For certain courses in fields such as art, music, and physical education, credit hours are calculated according to the standards of the relevant accrediting bodies.

Three-Quarters Time Undergraduate Student

An undergraduate student enrolled in nine (9) to eleven (11) semester credit hours

PROCESS:

Undergraduate Academic Load

Normal Load: The normal semester academic load for a full-time undergraduate student is sixteen (16) to eighteen (18) credit hours.

Overload: An undergraduate student may enroll in nineteen (19) or more credit hours in a semester only if they meet one of the following criteria:

- The student has a cumulative GPA of 3.2 or higher.
- The student obtains written approval from their academic advisor and the relevant academic unit head.

Maximum Load:

- An undergraduate student may enroll in a maximum of twenty-one (21) credit hours during the fall or spring semester in which they are a candidate for graduation.
- An undergraduate student may enroll in a maximum of ten (10) credit hours during the summer session.

Academic Load Approval

Step 1: A student wishing to enroll in nineteen (19) or more credit hours must submit a formal written request to the Chair of their academic department that includes:

- Justification for the credit overload; and
- A detailed plan for managing the academic workload.

Step 2: The Department Chair will review the request, taking into account the student's academic history, current GPA, and rationale for exceeding the maximum credit load.

Step 3: Upon approval, the Department Chair will provide written authorization to the student, which must be presented to the Office of the Registrar as part of the official enrollment process.

Appeals: Students denied a credit overload request may appeal the decision to the Provost and Vice President of Academic & Student Affairs (or designee). The decision of the Provost (or designee) is final.

Course Numbering System

KSU uses the following system for numbering courses to ensure consistency:

100-199 Level Courses: Intended for first-year students. These courses do not carry graduate credit.

200-299 Level Courses: Intended for sophomore students. These courses do not carry graduate credit.

300-399 Level Courses: Intended for junior students. These courses do not carry graduate credit.

400-499 Level Courses: Intended for senior students. These courses do not carry graduate credit.

500-Level Courses: First-year graduate-level courses. Advanced undergraduate students participating in certain programs may enroll in 500-level courses upon the approval and signature of the Director (or Chair) of the appropriate graduate program.

600-699 Level Courses: Graduate-level seminar and independent study courses.

700-799 Level Courses: Graduate-level thesis and research project courses.

Courses numbered 600 through 999 are reserved only for graduate students. Any student who satisfies the prerequisites or obtains the consent of the instructor may enroll in courses at the 100-499 level.

REFERENCES AND RELATED MATERIALS:

- Faculty Handbook
- KSU Academic Policies

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	Circa 2018	Unknown
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